
Policy on Notation

The Commission will impose a Notation when it determines that the public should be notified when conditions at an institution with respect to the Commission's *Standards for Accreditation* are such that the institution's candidacy or accreditation may be in jeopardy if current conditions continue or worsen.

An institution issued a Notation will be closely monitored by the Commission, including a focused evaluation within two years to assess the institution's success in addressing the identified concerns. If the Notation is for *Institutional Resources*, the visit will include a review of the institution's teach-out plans and agreements and its academic records for students and alumni/ae to assess the policies and procedures in place with respect to the retention, safety and security, and disposal of those records.

If the Commission finds the institution has successfully addressed the concerns, it will remove the Notation and specify further monitoring. If the Commission has reason to believe that the institution may or may not meet one or more *Standards for Accreditation*, the Commission will ask the institution to show cause why it should not be on probation or why its accreditation should not be withdrawn. If the Commission finds that the concerns have not been sufficiently addressed, the Commission may issue a continued Notation.

The Notation will be communicated to the institution by letter, a copy of which will be sent to the Executive Committee of the institution's governing board. Commission staff will ask to meet within 90 days with broad-based representation of the institution's leadership, including the President and the chair of the governing board.

After formal communication to the institution, the Commission will make the Notation public, including to the relevant state agency or ministry. Within seven days of receipt of written notice that it has been issued a Notation, the institution is obliged to disclose this information on its website.

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